



## Chicago Federal Executive Board

230 S. Dearborn, Room 3816  
Chicago, Illinois 60604

<http://www.chicagoinfo.gov/ChicagoFEB/>

Chair: Henry M. Valiulis  
Executive Director: Jan Stinson



# IN THE LOOP: Bringing the FEB News to You

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## FEB Mission

The Chicago FEB's work relates to three mission themes:

- Advance the Administration's Goals and Initiatives;
- Create and Advance Local Initiatives; and,
- Provide Information, Referrals, and Guidance for Intergovernmental and Community Outreach.

## Executive Committee

### Chair

Henry M. Valiulis  
Railroad Retirement Board

### Vice Chair

Darlene A. Lorman  
Department of Labor

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Martin W. Baumgaertner  
Merit Systems Protection Board

Christopher Blum  
Federal Aviation Administration

## Letter from the Chair - Henry Valiulis



The Combined Federal Campaign (CFC) is one of the best ways that federal employees can maintain a positive connection with their community and the world at large. That is as true in the greater Chicago metropolitan area than anywhere else, as federal employees in the Chicago area have contributed tens of millions of dollars to a variety of worthwhile causes over the past three decades. And *that variety* is one of the greatest strengths of the CFC.

This year, there were over 2,000 charities in our local donor guide, with a sizable number from the metro area, in addition to those providing services on a national or global scale. Earlier this year, President Bush encouraged federal employees to take advantage of volunteer opportunities through a new website, [www.volunteer.gov](http://www.volunteer.gov). It is a nationwide database of volunteer opportunities, with a motto that it contains a volunteer opportunity *just for you*.

The same can be said of the CFC donor guide. Among the more than 2,000 organizations, there is bound to be one that addresses an issue, need or problem that is personally important to each and every federal employee. At the same time, other studies highlight a problem facing all charities. While charitable giving continues to grow, these studies show that this is due to the same group of people giving increased amounts each year.

The CFC has been facing the same challenge as many federal agencies have either downsizing or dealing with an increase in retirees. In many cases, the Chicago CFC has seen current supporters substantially increase their donations. In order for the CFC to have the maximum impact, both now and in the future, we need to increase the participation rate among our employees, and not rely on a declining number of incredibly generous people.

**There is one final chance to obtain these much-needed new donors, and that is the clean-sweep raffle that will end January 19. It provides a chance for late participants to win a variety of donated prizes, from electronics to restaurant and hotel gifts to sports-related items.**

This raffle was very effective last year in generating donations in the home stretch of the campaign, and we hope that it will be equally effective this year. As a result, [please encourage any of your](#)

**Earl Flowers**  
United States Postal Office

**Robert Grant**  
Federal Bureau of Investigation

**Colonel John Drolet**  
Army Corps of Engineers

**Mary A. Gade**  
Environmental Protection Agency

**Edward G. Buikema**  
Federal Emergency Management Agency

**Captain Richard Postera**  
Department of the Navy

**Jackie Garner**  
Center for Medicare and Medicaid Services

**Richard Witkowski**  
Internal Revenue Service

## Ex-Officio Members

**Kenneth P. Boehne**  
Railroad Retirement Board

**Joseph P. Galvan**  
Dept. of Housing and Urban Development

**James Handley**  
General Services Administration

**Ollice C. Holden**  
Department of Agriculture

**David E. Kuehl**  
National Archives and Records Administration

**James F. Martin**  
Social Security Administration

**Stanley D. Moore**  
Bureau of the Census

**Phyllis M. Stabbe**  
Office of Personnel Management

## Useful Links

Chicago FEB  
Upcoming Events  
SkillPath  
Pre-Retirement

## Newsletter Editor

Jan Stinson, Executive Director

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employees who have not contributed to take advantage of this opportunity to help put us over the top.

As of late December, the Chicago CFC had raised about \$3.7 million, slightly ahead of the previous year's pace. However, it was 81 percent of our goal, which means we still have a ways to go. Of course, the key to a successful campaign are the federal employees detailed to the CFC as campaign executives. This year we had 16 outstanding people doing this job, split evenly between the Postal Service and other civilian agencies.

I would like to thank these individuals for all their hard work, as well as their home agencies for allowing them to work on such a beneficial project.

## Diversity Advisory Council

**Welcome Mary!**

We would like to welcome the FEB Diversity Advisory Council's new Chair, Mary Gavin who has served as a member of the FEB Diversity Advisory Council (DAC) since 2001, and most recently as the DAC Vice Chair.

Ms. Gavin serves as the Director of Social Security Administration's (SSA) Chicago Office of Civil Rights and Equal Opportunity. As Director, Ms. Gavin provides the day to day leadership in the development and implementation of the agency's regional Diversity and EEO programs. She has held this position since January 2001.

Beginning her career at Social Security in December 1973, Ms. Gavin has 37 years of government service and has held various regional office and field managerial and staff positions. Mary has held several increasingly responsible positions in the Regional Office including the Team Leader and Section Chief of Labor Management Relations and Acting Director for Human Resources for a fifteen month period.

In addition to being a certified Federal mediator, Ms. Gavin is the Executive Regional Lead on Diversity for SSA. She currently serves on the national Office of Training and Office of Civil Rights and Equal Opportunity Steering Committee for the National Diversity Training and has co-authored a training package consisting of lesson plans to train on diversity that is available nationwide. She has been involved in the SSA Regional Diversity Program: "Growth for Diversity" since 2001, and has served on a variety of workgroups and committees on Diversity.

Mary is the recipient of many awards for her performance, including two Commissioner's Citations, Social Security's highest honorary award, as well as a Deputy Commissioner Citation, and a Regional Commissioner's Citation.

## Pre-Retirement Planning Seminars

Find out more information about both the Federal Employees Retirement System (FERS) and the Civil Service Retirement System (CSRS) at the Chicago Federal Executive Board's pre-retirement workshop designed for those Federal employees within 5 years of retirement.

**Register Today! Cost: \$195 - Spouses: \$25** If you have any questions, please contact Veronica Leyva at 312-353-1703 or at [veronica.leyva@gsa.gov](mailto:veronica.leyva@gsa.gov). Registration must be completed on-line at the Chicago FEB temporary website: <http://www.chicagoinfo.gov/chicagoFEB/>

## Leadership Training Series for Federal Supervisors and Managers

Beginning February 15, 2007, the Chicago FEB is sponsoring an important series of leadership development programs to train the next generation of emerging federal leaders. These sessions are specifically oriented to grow the skills of managers and supervisors.

'Six Core Competencies of Leadership' will be presented as a series of six sessions, once a month for six months. They'll improve your agency's leadership effectiveness in a diverse workplace— helping deploy a skilled workforce, increase employee satisfaction, and improve service to the public. They're conveniently offered as half-day presentations. Former participants have rated this training exceptionally high ...86% saying it "exceeded their expectations."

**The cost is only \$415 per person for all six sessions!**

Registration is now in progress, please contact Veronica Leyva at (312) 353-1703 or at [veronica.leyva@gsa.gov](mailto:veronica.leyva@gsa.gov). For more course information go to: <http://www.jerrystrom.com/fed/symmetry-federal.html>

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## Essentials of Human Resources II

The Chicago Federal Executive Board (CFEB) is pleased to announce a 2-day Training Seminar, February 7-8, 2007, for supervisors, HR professionals, EEO program officials, and those responsible for Legal Counsel within their agencies. The program entitled, *"Essentials of Human Resources II"*, is intended to enhance participant's knowledge, skills, and abilities in effectively managing their agencies' Human Capital.

The Instructor, Robert L. Grant, is the President & CEO of The Grant Group, a Management Development Corporation. Mr. Grant, a former Department of Veterans Affairs HR Director with 36 years of Federal Service developed the curriculum for this program on behalf of the Federal Executive Board. He has worked in all major areas of HR, occupying leadership roles in the Field and in Headquarters. He represented Management before MSPB, FLRA, EEOC, and served as Technical Advisor to VA's Disciplinary Appeal Boards. He has partnered nationally with Federal agencies, the Federal Dispute Resolution Conferences (FDR), Federal Executive Boards (FEBs), Federal Personnel Management Institute (FPMI), LRP Publications, and the USDA Graduate School in the design and delivery of HR related training for managers, supervisors, and employees at all levels.

Mr. Grant is a decorated service-connected Navy combat veteran with two tours of duty in Viet Nam. More information about our presenter may be found at [www.grantgroupconferences.com](http://www.grantgroupconferences.com)

If you have any questions regarding registration or other information, please contact Mary Rehfeldt, Project Manager, at (312) 886-2296

## SkillPath Seminars -- 2007 Schedule

Date	Course	Location
Jan 25	How to Provide Exceptional Customer Service	Room 331
Feb 13	Stress Solutions	Room 331
Mar 8	Excelling as a Manager or Supervisor	Room 331
Mar 29	Advanced Management Skills	Room 331
Apr 19	Managing Emotions and Thriving Under Pressure	Lake Michigan Room
May 3	The Essentials of Communicating with Diplomacy and Professionalism	Room 331
May 22	How to Deal with Difficult People	Room 331
Jun 12	Dealing with Negative Attitudes in the Workplace	Room 331
Sep 25	Coaching and Teambuilding Skills for Managers and Supervisors	Room 331
Oct 4	Sparking Innovation and Creativity	Lake Michigan Room
Oct 18	Excelling as a Manager or Supervisor	Lake Michigan Room
Nov 29	Assertive Communication Skills	Room 331
Dec 13	Dealing Effectively with Unacceptable Employee Behavior	Room 331

## EMERGENCY PREPAREDNESS - Winter Survival

The information below was taken directly from the website:

<http://extension.missouri.edu/ceupdate/scripts/1997/12/wtrsurvl.htm>

### Winter Survival Kit

If you've ever been caught in your car during severe winter weather, you know the importance of a winter survival kit. Even if you have a cellular phone, you may have to wait until help arrives. Some items you should include in a winter survival kit to keep in your vehicle:

<input type="checkbox"/> Knife	<input type="checkbox"/> Extra Gas	<input type="checkbox"/> First Aid Kit	<input type="checkbox"/> Jumper Cables
<input type="checkbox"/> Flares	<input type="checkbox"/> Flashlight w/ batteries	<input type="checkbox"/> Blankets	<input type="checkbox"/> A Tow Rope
<input type="checkbox"/> Tool Kit	<input type="checkbox"/> Extra winter clothing	<input type="checkbox"/> Small snow shovel	<input type="checkbox"/> Bucket of Sand
<input type="checkbox"/> Ice Scraper	<input type="checkbox"/> Snow Brush	<input type="checkbox"/> Colored ribbon or cloth to tie to antenna or door	
<input type="checkbox"/> Non-perishable food: nuts, dried fruit, granola bars		<input type="checkbox"/> A large can with matches and a candle	